

WASHINGTON STATE DEPARTMENT OF LICENSING

Washington Driver License

Instructor Examiners' Guidelines and Requirements

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Section 1 - Introduction

This section includes the following topics:

- 1.1 Introduction of driver testing program
- 1.2 Contact email and numbers

1.1 Introduction of driver testing program

In 2011, the Washington Legislature passed ESHB 1635. The bill authorized the Washington State Department of Licensing (DOL) to allow Driver Training Schools (DTS) licensed by DOL to administer driver licensing examinations. DOL can also allow testing by public school districts that offer a Traffic Safety Education program certified by the Office of Superintendent Public Instruction.

The goals of the driver license testing program are to ensure that drivers:

- Are able to take the driver license knowledge and skills tests in a reasonable amount of time and within reasonable driving distance from their home.
- Receive a driver license knowledge and/or skills test from a qualified examiner.
- Are administered a valid and reliable driver license knowledge and/or skills test in accordance with standards and procedures established by DOL.
- Demonstrate the required knowledge and driving skills to safely operate a passenger vehicle on public roads in the interest of public safety for all users.

The authority to administer knowledge and skills tests is granted to DOL to be administered through the DTS and public school districts that enter into a written agreement with DOL. In addition, the DTS and public school instructors must be approved by DOL to conduct tests.

Conscientious examiners are essential to the success of this program. It is critical that you administer the tests and conduct yourself in accordance with all Departmental guidelines and requirements.

This guide is designed to assist you in administering the driver license knowledge and skills tests and report the test results to DOL. Portions of this guide are guidelines and other portions are required. The required portions are marked as **REQUIRED** in the Table of Contents and throughout this guide.

Our belief is that the training and reference materials that are available to you, coupled with cooperation and support between you and DOL, will make Washington's testing program second to none.

1.2 Contact email and numbers

Please use the following email and telephone numbers to contact DOL. Feel free to email or call us when you need assistance or guidance in conducting knowledge and/or skills tests.

Driver Training School Program

Telephone: (360) 664-6692

Email: tse@dol.wa.gov or dol1635project@dol.wa.gov

Section 2 - Testing standards

This section includes the following topics:

- 2.1 Test basics
- 2.2 Test validity
- 2.3 Test reliability
- 2.4 Development of test standards
- 2.5 Examiner responsibilities

2.1 Test basics

The purpose of giving a **knowledge test** is to ensure that the driver license applicant possesses the knowledge required to safely operate a motor vehicle.

The purpose of a **skills test** is to assess the applicant's skills required to operate an automobile, to determine they can drive in a manner consistent with required standards and safety.

A skills test *cannot* predict how safely people will actually drive. What a skills test *can* do is to force applicants to gain the necessary skills before issuance of a license to operate a motor vehicle. A skills test can also call to the applicant's attention where they lack skill or where a habit is unsafe but doesn't necessarily disqualify them from obtaining a license.

The skills test is an in-vehicle evaluation of an applicant's driving competency. The skills test determines whether the applicant:

- has the ability to operate a motor vehicle safely,
- has formed proper habits essential to safe driving, and
- can translate the knowledge of traffic laws demonstrated in the knowledge test into a practical exercise.

2.2 Test validity

There are two types of validity that apply to driver licensing tests: *content validity* and *concurrent validity*.

A licensing test for drivers has **content validity** if test items or test procedures are clearly related to knowledge or skills necessary for safe operation of the vehicle.

Concurrent validity involves a test where experienced drivers regularly score higher on the test than novice drivers do. Both content validity and concurrent validity have been shown for the tests in this guide.

2.3 Test reliability

Reliability is a guide of a test's accuracy, separate from the test's validity. If a written knowledge test is reliable, a person taking the test twice would be expected to get very nearly the same score both times. Similarly, a driving test is reliable if the driver makes nearly the same score upon taking the test twice. In this model of proving reliability, the tests would be given without the opportunity for additional study or coaching. A driving test is also considered reliable if different examiners administer the same test to a driver

and both scores are nearly the same. Skills tests must be both reliable and valid if they are to be the measure to license drivers.

2.4 Development of test standards

The Washington knowledge and skills tests have been designed to be valid and reliable when administered in accordance with the standards provided. It is comparable to the *Model Road Test* provided by the American Association of Motor Vehicle Administrators (AAMVA).

2.5 Examiner responsibilities

You, as an examiner, are critical to ensuring test reliability and validity. The recommended procedures for test administration are designed so the tests can be uniformly administered and scored by different examiners. Following the recommended procedures supports both test reliability and test validity. Reliability is not difficult to achieve with most written tests. The procedures are straightforward, and directions for administering them are quite specific. However, to achieve reliability in a driving test, all examiners must closely agree on the performance of an applicant to ensure similar delivery and scoring.

Reliability is reduced when some conditions, particularly those encountered during the driving test, cannot be fully controlled. Tests can vary based on such things as traffic, weather conditions, examiner fatigue, etc. Since you cannot control variations in traffic or weather, you can increase reliability by following the standardized test administration and scoring procedures. You can also increase reliability by conscientiously evaluating the performance of every driver you examine.

If you do your job poorly:

- An applicant who really does possess the required knowledge and skill may be unfairly denied a license.
- An applicant who does not have the required knowledge and skill for safe driving may obtain a license.

Although denying a qualified applicant doesn't endanger the public, it is unfair to the applicant. However, issuing a license to an unqualified driver is a public safety concern.

The knowledge and skills test detailed in this guide have been developed to the highest professional standards. Only when the test is administered correctly by highly competent and conscientious examiners can it function properly.

Section 3 - Applicant eligibility

This section includes the following topics:

- 3.1 Applicant basics
- 3.2 Applicant eligibility
- 3.3 Basic guidance

3.1 Applicant basics

This section provides the recommended practices to establish the applicant's basic eligibility and assist you in establishing your operational procedures. The guidance below is not intended to be inclusive of all situations you may encounter. Specific questions may be referred to DTS program.

3.2 Applicant testing eligibility

Applicants testing for instruction permit issuance, but not enrolled in an approved traffic safety education course meet basic eligibility to take a **knowledge test** for an instruction permit if they:

1. Are at least 15-1/2 years of age, and
2. Present sufficient documents to establish their identity and age. Documentation requirements are explained in Section 4.2.

Applicants under the age of 18 years of age do not have to take the knowledge exam if they obtain a waiver from the driver training school where they are currently enrolled. They must take the completed waiver form to a DOL licensing service office for issuance of an instruction permit. The knowledge test will be given once the applicant has successfully completed the traffic safety education course.

Applicants meet basic eligibility for a **skills test** if they:

1. Are at least age 16, have passed an approved driver knowledge test and successfully completed a traffic safety education course through a public school traffic safety education program or a driver training school program licensed by the DOL, **or**;
2. Are at least age 16, have successfully passed a knowledge test and completed a driver training course from a school outside of Washington State, evidenced by a course completion certificate or other documentation. The course requirements must meet Washington standards and may need to be approved by the DTS program, **or**;
3. Hold a license issued in another country that does not have a reciprocity agreement with the State of Washington, and have passed an approved traffic safety education program. (Washington has reciprocity agreements with Germany, South Korea, and British Columbia. If the applicant is at least 18 years old and holds a license from a jurisdiction with reciprocity no testing is required.), **or**;
4. Are 18 years of age or older.
5. Holds an expired out-of-state driver license. Applicants with a valid out-of-state license should be referred to a licensing service office.
6. Previously held a Washington driver license and are required to retest.

Customers who have a valid driver license issued by another state are not required to test to get a Washington driver license.

The following is a list of applicants who **do not** meet basic eligibility to take a skills test at your school. In these cases the applicants should be referred to a licensing service office for their **skills test**.

1. Applicants who have an obvious physical or mental impairment that may affect their ability to safely operate a motor vehicle. Examples of possible impairments include:
 - Limited strength or mobility: inability to operate foot controls with left and right foot, diminished arm and/or hand strength, limited neck mobility resulting in inability to look over their shoulder to check the vehicle's blind spot.
 - Artificial limbs/Loss of limbs or using a prosthetic arm/leg.
 - Paralysis: inability or difficulty operating hand and/or foot controls due to paralysis in limb(s).
 - Severe tremors: difficulty controlling the steering wheel, difficulty maintaining consistent pressure on the gas or brake pedal.
 - Temporary impairments: cast on arms or legs, recent injury or surgery that may impair the applicant's driving ability.
 - Mental limitations: significant mental slowness, impaired attention and/or impaired concentration that may impact an applicant's judgment, attention, knowledge or skills necessary to safely operate a motor vehicle.
2. Applicants that use extra vehicle equipment that may help them compensate for impairment and may potentially result in a restriction on the applicant's driver license. Below are some examples of extra vehicle equipment:
 - Pedal or turn signal extensions
 - Steering knob
 - Vehicle solely operated by hand controls
 - Panoramic mirror needed by the applicant
3. Applicants that rely on an outside mirror(s) to check the vehicle's blind spot due to impaired vision or limited neck mobility.

An applicant who is deaf or hard of hearing **may** take a skills test at your school. The deaf or hard of hearing may bring an interpreter to the exam but is not required. If an interpreter is used they must be one from DOL's approved list. DOL will provide a list of approved interpreters upon request.

If there are questions about a specific applicant's eligibility, the examiner should refer the applicant to a licensing service office.

3.3 Basic guidance

The following tips apply to all exams:

- Verify the applicant is eligible to take the examinations. See Section 3.2.
- The skills test should be conducted from the passenger seat.
- Seatbelts are required to be worn for the skills test. Refer to Section 5.1.
- Know your route in advance of the test so you can focus on the applicant's performance. Be aware of any scheduled roadwork or other traffic issues that could interfere with the test.
- All applicants for the skills test must have a valid instruction permit, valid foreign license or a temporary authorization to drive to take the skills test. You may make copies of the temporary authorization to drive which is located in the DOL online web site for instructors.

Section 4 - Knowledge test

This section includes the following topics:

- 4.1 The knowledge test **REQUIRED**
- 4.2 Before administering the test **REQUIRED**
- 4.3 During the test **REQUIRED**
- 4.4 After the test **REQUIRED**

4.1 The knowledge test **REQUIRED**

This section provides the recommended practices to administer the knowledge test, and assist you in establishing your operational procedures. Successful completion of the knowledge test shows that the student has gained the fundamental knowledge to operate a motor vehicle safely.

Driver training schools participating in the knowledge and skills tests for licensure must use exams that meet DOL requirements. The Department has identified 13 domains or test subjects and the required number of questions for each domain. The exam must be no less than 25 questions. The driver training schools may use a DOL test or one developed by the driving school, however, all exams must be approved by DOL prior to being used to ensure compliance with requirements.

Knowledge examination testing domains

Domain	Number of questions
Alcohol/Drug	1
Bicycle	1
School bus	1
Rules of the Road	4
Accidents	2
Traffic signals	2
Parking	2
Emergency vehicles	1
Traffic signs	3
Motorcycles	2
IDL	3
Round about	1
Uncontrolled intersection	2
	25

4.2 Before the test **REQUIRED**

- Identify all applicants by inspecting their identification or other documentation that associates the person testing to a name, date of birth, and signature. Examples could be a combination of documents or a government ID card, etc. This is to ensure the person testing is the actual person scheduled for the test, and that they are old enough to take the tests. The licensing services office will complete the final identification of the applicant.
- If the testing applicant is over 18 years old, and is not testing as part of a traffic safety education course, ensure the testing is conducted in a secure manner (see below) without disruption, or cell phones, being used.

Testing environment	Best practices
Seating	Make sure each applicant has adequate desk space and that desks are clear of knapsacks, coats, laptops, bags, watches, tape recorders, cameras, cell phones, and other electronic devices.
Seating arrangement	Whenever possible, arrange to alternate rows of seating, and maintain sufficiently wide spacing between test takers.
Secure testing materials.	All exam materials must be stored in a secured locked cabinet. Establish procedures for maintaining security and accountability of all testing materials.
Prior to distributing testing materials	Remind applicants they must bring their instruction permit to class on the day of the test and identify applicants by their instruction permits. Have all applicants sign an attendance sheet, roster, or student records on the day of the test.
Testing protocol	Explain the testing procedures. <ul style="list-style-type: none">• Explain what to do when the applicant is finished.• Describe procedures for bathroom breaks and emergencies.• Do not allow late entry into the exam area or non testers in the exam area.• Explain what will happen if cheating occurs or if disruptive behavior occurs.
Testing preparation	Issue any necessary testing materials (e.g. pencils and answer sheets). Make sure all answer sheets are completely filled out with applicant name, permit number, test version and date of test. Distribute tests individually so that adjacent applicants have different versions of the exam.

4.3 During the test **REQUIRED**

During the test	Required
Record keeping	Record the exam start and end times accurately. Are the exams approved by DOL? Have voided tests been removed prior to testing? Did all students start at the same time?
Monitoring	Remain in the room throughout the exam time, and make sure the exam rules are followed. <ul style="list-style-type: none">• Watch the students.• Do not allow any open book testing.• Do not allow students to work on other tasks during the exam time.• Make sure students are not using cell phones and electronic devices while testing.
Environment	Keep testing conditions quiet and controlled. <ul style="list-style-type: none">• Do not allow questions about the exam content.• Be careful not to inadvertently render instructor assistance on the exam.• Ensure test takers are not collaborating among themselves during testing.• Document on the student record anyone who may be cheating and what action was taken.• Ensure applicants are not engaging in disruptive behavior.
Safeguards	Make sure no one leaves the room with testing materials.

4.4 After the test **REQUIRED**

After the test	Best practices
Closing the exam room	<p>If the applicant has finished the exam early, the examiner will determine if the applicant can leave the testing area. Applicants should not disturb other testing applicants on their way out of the examination room.</p> <ul style="list-style-type: none">• The examiner should collect each exam and answer sheet individually.• Do not give examinations back to the students.• Check to see that all answer sheets are accurately and completely filled out.• Make sure there are no missing copies of the exam or answer sheets, and the tests have not been altered or are missing any pages.• Make sure that no personal belongings have been left behind.
Administration	<ul style="list-style-type: none">• Void altered tests.• Secure all testing materials in a locked cabinet.• Applicants under the age of 18 are required to pass the course final exam prior to being issued a traffic safety education certificate.• Enter test scores into the DOL online system within 24 hours of test completion. Prepare and report student completion reports accurately and timely to DOL.• Identify applicants who need to take make-up exams due to absence.• Schedule make-up tests within 20 days of original exams as needed.

Section 5 - Equipment evaluation

This section includes the following topics:

5.1 Equipment **REQUIRED**

5.2 Conducting the brake reaction test **REQUIRED**

5.1 Equipment **REQUIRED**

The following items and equipment are required by law. The examiner needs to conduct a pre-trip inspection to determine the following equipment is operational or current:

- All brakes lights are working
- All turn signals are working, or
- The applicant may use arm signals but should be informed they could be scored as not signaling if they failed to use arm signals at the appropriate times during the test.
- Seat belts*
- License plates on front **and** back of vehicle with current tabs on rear plate
- Make sure the windshield is not cracked or chipped in the line of vision
- If raining, make sure the windshield wipers are functional and the defroster system is working properly to defog the windows.
- Tires must meet state requirements for tire tread (no bald tires)
- A valid insurance card is presented at the time of testing (examiner may want to verify insurance with carrier)

*Washington State requires that seatbelts be worn in:

- Passenger cars manufactured after January 1964
- Convertibles and open type vehicles manufactured after December 31, 1967
- Trucks and multipurpose passenger vehicles having a GVWR of 10,000 pounds or more manufactured after December 31, 1971
- Vans, motor homes, and vehicles carrying chassis-mounted campers manufactured after December 31, 1975

Some individuals may be exempt from the seat belt requirement if carrying a note from a physician indicating the individual is unable to wear a seat belt for health reasons.

5.2 Conducting the brake reaction test **REQUIRED**

The brake reaction test is conducted to determine if the applicant can quickly stop the vehicle. This is for your safety as well as the applicant's.

If the vehicle is equipped with standard transmission, the right foot would be used. If the vehicle is equipped with an automatic transmission either foot can be used.

The brake reaction test is conducted while standing outside of the car, near the driver's door. The examiner should position themselves to be clear of any danger and have a clear view of the foot controls of the vehicle. The driver's window should be down so the applicant can clearly hear your commands. The vehicle must be in park or neutral during the brake reaction test.

Instruct the applicant:

“I am going to check your ability to stop.”

“Put your foot on the gas pedal. When I say stop, step on the brake as quickly as you can.”

Pause briefly, and in a normal tone of voice say, *“Stop.”*

The applicant should be able to step on the brake pedal quickly enough to stop the vehicle in an emergency. If they cannot, repeat the instructions and have them try again. If they are still unable to perform the brake reaction test, the applicant should be referred to the licensing service office.

Section 6 - Drive test route requirements

This section includes the following topics:

- 6.1 Drive test route **REQUIRED**
- 6.2 Route requirements **REQUIRED**
- 6.3 Suggestions for designing your route

6.1 Drive test route **REQUIRED**

This section identifies what the road test route should include for a drive test and gives **instructions on how to set up a route.**

An established drive test route should ensure uniform testing procedures so examiners can give the same basic test, scored in the same manner, regardless of who conducts the test and where it is taken.

Passing score for the drive test is 80%.

Route guidelines:

- Schools should have at least two drive test courses with varying routes and street names.
- Each route will contain the same basic maneuvers.
- Each route should be contained within a three to five-mile radius of the business location or test start location.
- Examiners may not use the testing route for training purposes.
- If you wish to use a licensing services office drive test route you must first contact DOL's DTS program to get approval.

Route maneuvers:

- The drive test maneuvers are designed to represent a normal driving situation that evaluates the applicant's ability to drive their vehicles forward and backward without causing danger to others.
- A drive test must include the following maneuvers:
 1. **Backing:** This maneuver measures the applicant's ability to observe traffic from all directions and to back a vehicle from driveways, parking lots and other places where more skill is required than merely backing in a straight line.
 2. **Park and start on hill:** This parking maneuver is a good indication of the applicant's coordination and ability to observe and react to changing traffic situations. It determines if the applicant can park on a hill without creating a traffic hazard, properly secure the vehicle to be left unattended without danger, start the vehicle on a hill, and proceed without danger or interfering with other traffic.
 3. **Parallel parking:** This maneuver provides a measure of the applicant's ability to manipulate the vehicle in reverse in a confined or restricted area. It is also a good opportunity to observe the way the applicant looks for traffic, the signals the applicant gives, and his/her ability to judge near distances with relation to the vehicle.
 4. **Starting:** This maneuver determines the applicant's ability to safely enter traffic. It should be conducted if possible, on a level street with moderate traffic volumes.

5. **Traffic control devices:** This maneuver evaluates the applicant's ability to recognize and respond to traffic signals, signs, pavement markings and roundabouts. Traffic control devices may also include direction provided by law enforcement, highway construction, maintenance personnel or school crossing guards.
6. **Turns:** This maneuver evaluates the applicant's knowledge and ability to turn into the correct lane, without crossing lane lines or interfering with other traffic.
7. **Intersections:** This maneuver evaluates the applicant's ability to interact with other traffic at any place where traffic merges or crosses. This includes cross streets and side streets.

6.2 Route requirements **REQUIRED**

The route should be designed to accurately evaluate the ability of an applicant to safely operate a vehicle in a variety of driving situations. Alternate routes should be developed for use when your primary route is not available due to road construction, traffic congestion, or when an applicant has taken the test previously and failed. Driving schools should not practice driving on the testing routes.

Drive test courses should offer a variety of traffic situations, such as business and residential areas, and a variety of street types with varying speeds, signs, etc. If possible, avoid starting the drive test on a heavily congested high speed roadway. It is not necessary to travel excessive distances in order to include all of the situations mentioned.

A route must include the following scored components. All route exceptions must be approved by the DTS program. Exception example could include availability of required components are not in the city or town you are testing in such as uncontrolled intersections.

Test routes must start and stop at the school's business location. Exceptions must be approved by the DTS program. Exceptions might include traveling from a rural area to a more populated area in order to meet test requirements.

Route requirements	Best practices for route requirements
Backing maneuver	This maneuver can be conducted using an alley or driveway, or can be simulated at an intersection, depending on local availability. It is best to use a location with unrestricted visibility in all directions
Park and stop on a hill	<p>This maneuver can be performed when the vehicle is facing uphill or downhill. It is preferred that it be conducted on a paved street with a curb.</p> <ul style="list-style-type: none"> • The maneuver may be simulated if no hills are available. • The maneuver should be performed at a location where there will be a minimum danger in case of loss of control. • Steep hills and other dangerous situations should be avoided.
Parallel parking	<ul style="list-style-type: none"> • Where possible, this maneuver should be conducted on a paved, level street with curbing. Congested areas should be avoided. • The maneuver may be conducted between two cars with a space between them of approximately 1-1/2 car lengths. • The maneuver may also be performed with stanchions. When

	<p>stanchions are used, the parking space should be 25' long and 7' wide.</p> <ul style="list-style-type: none"> • At locations where stanchions are unavailable, and a parking space between two cars cannot be found, the maneuver can be accomplished by parallel parking to the rear of one car, simulating the presence of another vehicle 1-1/2 car lengths to the rear.
Starting	The course must include a location with a level street where there is moderate traffic volumes. The applicant will be directed to drive to the edge of the roadway and stop, and then reenter traffic.
Seven traffic control devices	The course should include at least two stop signs, two warning signs, two traffic signals, and a flashing light. In some areas, it may be necessary to route the course to use one sign or signal twice because of availability.
Six turns	The course must include a minimum of three right turns and three left turns. The course should also include turns on wide and narrow streets, and streets with marked and unmarked lanes. When possible, turns involving one-way and multiple-lane streets should be included.
Two unmarked intersections	The course should include at least two unmarked intersections with impaired vision toward the sides. "Unmarked" means without traffic controls such as signs or signals

6.3 Designing your route

Creating the route:

- The maps should be prepared by the school.
- Route maps are required to ensure consistency of the drive test.
- To prepare a route on the map, start by locating your business. After you locate your business, fill in the rest of the maneuvers. If there are any maneuver locations that you cannot locate on the map, leave them until you start driving the route.
- Drive the route without an applicant and make sure the maneuver locations you selected can safely provide the proper driving situations. Make sure the maneuvers are far enough apart to allow you time to score the maneuvers before giving the applicant the next instruction.
- Indicate on the map where each required maneuver is conducted.
- Make a final practice trip to make sure the route will meet drive test criteria and that you are comfortable with giving instructions at the proper time. You may want to practice by administering the test to a co-worker, friend, or family member.
- You can modify a route at any time. Be sure you map your changes and update your route description.
- Provide copies of your drive test routes to the DTS program.

Map of the route:

- You will want to post maps of your routes for availability by instructors, examiners, and auditors. You should not post them where applicants can examine them.
- Google Maps is useful for creating the map of your route. <http://maps.google.com/>. You can also print the maps showing the different courses.
- We recommend a separate document to list the address where each maneuver is performed, and a separate document for each route.



- When setting-up your routes, try to make sure that all routes are equally challenging.

Section 7 - Drive test scoring and instructions

This section includes the following topics:

7.1	Drive test	
7.2	Standardized drive test instructions	REQUIRED
7.3	Drive test principles and procedures	REQUIRED
7.4	Filling out the drive test score sheet	REQUIRED
7.5	Procedures for conducting the drive test	REQUIRED
7.6	Causes for disqualification	REQUIRED
7.7	Scoring the drive test	REQUIRED

7.1 Drive test - Best practice

The drive tests you will administer to applicants are based on minimum standards that specify the knowledge and drive necessary to safely operate automobiles. The tests are developed to evaluate applicants for driver licenses.

Examiners are expected to use uniform administration and scoring procedures to ensure that each applicant is evaluated and meets DOL's standards. The standards for administering and scoring the road test are included in this section.

Teaching versus testing: Although you may have extensive driver training expertise, as an examiner you are now administering a drive test to determine if the applicant should receive a driver license. It is not appropriate to provide training during a drive test.

Examiners should not give any direction or instruction to the applicant that influences the outcome of the test. You will not be able to objectively score driver performance if you have influenced the driver during the testing process.

7.2 Standardized drive test instructions REQUIRED

Throughout the test, you must use standardized verbal instructions to help ensure consistency in testing. It is okay to read the instructions.

- **Backing maneuver:** Advise the applicant to turn into the driveway, alleyway or drive to the side of the road and stop at least three car lengths from the road or intersection. If the maneuver is being conducted at an intersection, advise the applicant, "Imagine you are backing out of a driveway." When the applicant is stopped, give the instructions.

Instruct the applicant:

"Back around the corner to the right, staying as close to the edge of the road (or curb) as you can. Then safely continue backing in a straight line until I say stop."

The applicant should continue backing in a straight line for a distance of 50 feet (two and a half car lengths). If the applicant stops early, instruct them to continue until directed to stop. When the maneuver is complete, instruct the applicant to *"Stop"* and *"Reenter traffic."*

- **Park and start on hill:** The examiner should pick out a landmark to indicate the actual location where the vehicle is to be parked. As the applicant approaches the parking area, give the instructions.

Instruct the applicant:

“Park your vehicle (name place or landmark) as though you were going to leave it unattended.”

If the maneuver is simulated, tell the applicant *“Assume you are on an uphill (downhill) grade.”*

When the maneuver is complete, instruct the applicant to *“Reenter traffic.”*

Don't give hints by asking questions such as “Is that all?” During this maneuver, the examiner should be particularly alert for loss of control.

- **Parallel parking:** The instructions for this maneuver differ for stanchions or cars. As the applicant approaches the parking area, give the appropriate instructions.

Use these instructions when parking between two vehicles:

Instruct the applicant:

“Parallel park between these two vehicles.”

Use these instructions when parking behind a single vehicle.

Instruct the applicant:

“Imagine another vehicle parked 1-1/2 car lengths to the rear; parallel park between the two.”

Use these instructions when parking between poles, cones or stanchions.

Instruct the applicant:

“Parallel Park in the space between the four poles as if you were parking between two vehicles.”

When the maneuver is complete, instruct the applicant to *“Reenter traffic.”*

- **Starting maneuver:** As the applicant approaches the parking area, give the instructions.

Instruct the applicant:

“Drive to the side of the road and stop.”

When the maneuver is complete, instruct the applicant to *“Reenter traffic.”*

- **Turns:** As the applicant approaches the intersection, (approximately 100 feet before) give the instructions.

Instruct the applicant:

“At the next corner, turn right/left.”

- **Lane change:** When the applicant is in the designated lane change area, give the instructions.

Instruct the applicant:

“When safe, move to the right/left lane.”

- **Cautions to observe:**
 1. If the applicant loses control of the vehicle, you must be alert and prepared to assume control.
 2. You must be careful to watch everything the applicant does.
 3. Score according to standards.
 4. If an applicant decides to stop the drive test you should not urge them to continue.
 5. Only score errors that you observe.

7.3 Drive test principles and procedures **REQUIRED**

Drivers need to be knowledgeable and skilled in order to meet the demands of increased traffic volumes, and interacting with drivers of varying experience levels. The drive test should measure driver qualifications and identify areas of needed improvement that could be corrected through practice and preparation. The test provides defined scoring areas and objective observation points to be used for evaluation.

The scoring system is designed so that the applicant’s actions, errors, or omissions will be considered and scored as:

- **Danger potential:** An action that would be potentially dangerous if other traffic, pedestrians, etc. had been present.
- **Lack of skill:** An action that, while not particularly dangerous, clearly indicates a lack of skill.
- **Congestion potential:** An action that is not necessarily dangerous, nor clearly indicates a lack of skill, but would potentially congest or inhibit the normal flow of traffic.

7.4 Filling out the drive test score sheet **REQUIRED**

The drive test score sheet is shown in this section. Use of this score sheet is **for testing only** and a copy of the completed score sheet should be kept in the student file at the driving school for audit purposes.

- The drive test score sheet must be fully completed and legible. Use the following guidelines to fill out the score sheet:
 1. **Name:** Print the applicant’s name as shown in your records or on the applicant’s identification or permit.
 2. **Date of birth:** Print the applicant’s date of birth as shown in your records or as shown on the applicant’s identification or permit.
 3. **Driver/Permit license number:** Copy the applicant’s license number (if known) as shown in your records, on the applicant’s receipt, or on the applicant’s identification or permit.
 4. **School name and number:** Enter the school name and number assigned by DOL.

5. **Signature:** Have the applicant sign the drive test score sheet. Verify that the applicant's signature matches the signature on the appointment slip, if used and other documents if provided.
 6. **Date:** Fill in the test date.
 7. **Location:** Fill in the city or town where the test is administered. If you use more than one route, identify the route by name or number.
 8. **Examiner:** Sign the drive test score sheet and record your instructor license number.
 9. **Scoring portion:** Scoring of the drive test will be covered in 7.8 of this guide.
- The score sheet is divided into maneuvers with specific points for evaluation. Each mistake or omission is scored by a point deduction. If the performance on a single maneuver is unsatisfactory, a number of points will be deducted.
 1. For the first error, the examiner will circle the abbreviation, for each subsequent error the examiner will place a hash mark through the circle.
 2. On the score sheet, the maximum number of points that can be deducted is indicated to the right of the maneuver.
 3. At the end of the test, the examiner will circle the point deductions for each maneuver. The point deduction for a Danger Potential error is always the maximum points for the maneuver.
 4. In cases of an error for either Lack of Skill or Congestion Potential, the examiner would score only the points for that particular section.
 5. When errors are scored in the areas of both Lack of Skill and Congestion Potential score the maximum point deduction. Circle the points in the same manner as if they were a Danger Potential type of error. See the following example:

Parallel parking			
DP: Vs	Sig	Cont	Thru Curb
Unable Road			4
LS: Curb	1	1/2	Joc
			2
CP: Try	Dis	Cent	2

By marking each instance of error with a hash mark, the examiner is noting the number of times the driving error has occurred so that they can advise the applicant. The point deductions will not be made more than once for each type of error. For example: in a single maneuver Congestion Potential may have a value of three points. The applicant has been checked four times for a Congestion Potential error on the maneuver. The deduction is for three points, not twelve.

Driving Test Score Sheet

PRINT Name (Last, First, Middle initial)		Date of birth
Driver license number	School Name/Number	
Signature X		
Date	Location	Examiner X

DP = Danger potential LS = Lack of skill CP = Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		Left turns	
DP: Vis Sig Cont Thru Curb Unable Road	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		Right turns	
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		Uncontrolled intersections	
DP: Vis Sig Curb	4	DP: Vis Spd	4
		CP: Stp Hes	2
Lane travel		Following	
DP: Vis Sig Rt Lanes Curb	4	DP: Close	4
CP: Lanes Weave	2	CP: Dis	2
Traffic control devices		Passing	
DP: Ftc	4	DP: Vis Sig Wide Close Left Right	4
CP: Stp	2	CP: Pass	2
Stop signs/ Flashing lights		Right-of-way	
DP: Vis 2Stp	4	DP: Row	4
CP: Sl Cw Int	2	CP: Row	2
Traffic signal lights		General driving performance	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2
Qualified: <input type="checkbox"/> Yes <input type="checkbox"/> No Your score:			
If no, reason:			
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform			

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7.5 Procedures for conducting the drive test **REQUIRED**

Use the procedures in this section when conducting and scoring the drive test. The scoring procedures standardize the manner in which drive tests are conducted. General points to remember are:

- Give instructions far enough in advance to make sure the maneuver can be safely completed. For example: instructions that require signals should be given early enough for drivers to activate turn signals 100 feet before a turn or lane change
- Advise the applicant what to do, not how to do it.

7.6 Causes for disqualification **REQUIRED**

If any of the following occur, the applicant is disqualified and the drive test will be ended. The examiner will direct the applicant back to the office. Do not tell the applicant that the test is ended before returning back to the office. If there is any hazard involved in driving the vehicle, leave the vehicle pending arrangements by the applicant for safe removal. If the disqualification occurs in a driving school-owned vehicle, the examiner should follow the policy of the school that owns the vehicle. The following are examples of disqualification and are not intended to be all inclusive.

- **Accident:** The following are considered accidents:
 1. Contact with a pedestrian
 2. Contact with another vehicle. A slight bumper contact or slight contact with a parking pole while parking is not normally considered an accident.
 3. Running off the road onto lawns or shrubbery
 4. Contact with a fixed object (such as a mailbox)
- **Dangerous action:** These are dangerous driving situations by the applicant that are not specific violations of the law.
 1. An accident that was prevented by the expert driving on the part of another.
 2. Dodging by a pedestrian.
 3. The examiner having to assume physical or verbal control of the vehicle.

Dangerous actions can also include verbal control. Examples include when an examiner has to tell an applicant to clear their fogged windows or turn on their windshield wipers when it's raining or snowing and vision is impaired to the point the driving situation becomes dangerous.

- **Violation of a traffic law:** An act for which the driver could be ticketed. Due to the scoring system, violations would normally be confined to the following:
 1. Speeding is scored only when the applicant exceeds the speed limit by 5 mph or more. (Since the examiner is seated in the passenger seat, visibility of the speedometer may not be accurate, therefore if the applicant reaches five miles over the speed limit this should be clearly visible and should be scored as a violation.)
 2. Failure to stop for a sign or signal.
 3. Driving on the wrong side of the road.
 4. Turning from a straight ahead lane or driving straight when in a turn lane.
 5. Driving the wrong way on a one-way street.
 6. Any time an applicant is stopped by law enforcement and receives a warning or a citation, they should be disqualified.

- **Failure to perform**
 1. If an applicant refuses to try a maneuver or states they cannot perform the required action, the examiner must advise them this would be a cause for disqualification. If the applicant still refuses to try the maneuver, the test is ended. The examiner will indicate the reason in the remarks section of the score sheet.
 2. During the examination, if the applicant fails repeatedly to respond satisfactorily to instructions or directions given, to the point the test cannot be completed, they would be disqualified.
- **Accumulation of errors:** At the conclusion of the examination, add the point deduction for each of the errors or omissions. Subtract the total from 100 to obtain the applicant's score. A score of 80 or better is passing.

7.7 Scoring the drive test REQUIRED

This section includes definitions of the maneuvers as well as the different items to be scored. It helps to commit these scoring procedures to memory in order to accurately score the test. At the end of each possible scoring item, detailed below, is the abbreviation found on the score sheet. These abbreviations indicate the specific error that was made and are listed on the score sheet under each specific maneuver.

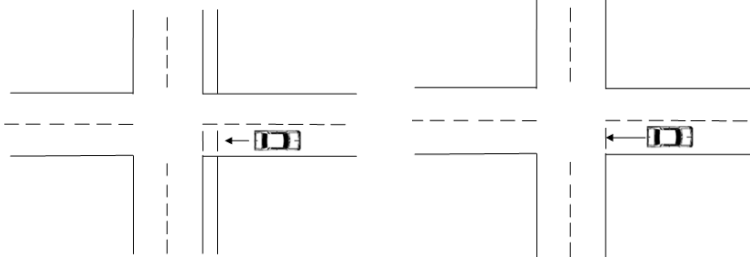
When scoring during the road test the abbreviation can be circled to indicate an error was made. If the error is made more than once, a hash mark can be placed next to the circled abbreviation to indicate each additional instance the error was made.

- **Vision (Vis)** is scored when the applicant doesn't use best possible vision when entering or leaving traffic, making lane changes, backing, entering intersections, etc. Best possible vision will depend on the vehicle; when an applicant is driving a vehicle with obscured windows, best possible vision may be using mirrors rather than looking over their shoulder into the blind spot area of the vehicle.

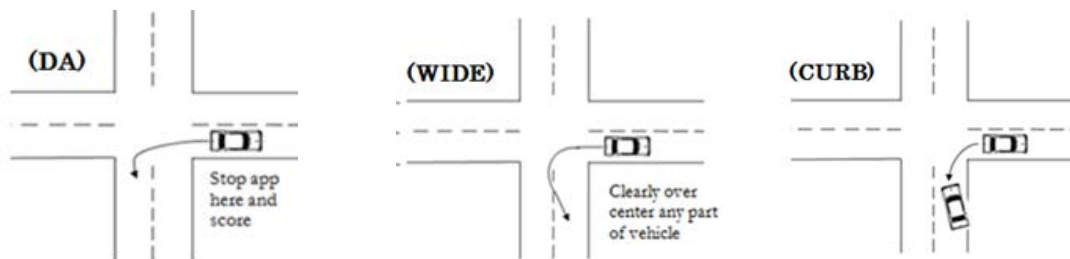
Examiners are expected to use good judgment when scoring vision. Some new vehicles are equipped with monitors that allow a view of what is to the rear of their vehicle. An applicant is still expected to turn and look behind and to the sides of the vehicle when backing.

- **Backing:** If the applicant backs over the curb with more than one wheel, or causes damage to lawn, shrubs, etc., score as Dangerous Action (DA) or accident.
 1. Danger potential:
 - Fails to use best possible vision to check traffic in all vulnerable areas. For best possible vision while backing, the applicant should turn and be looking primarily out the rear window unless use of mirrors is best possible vision, i.e., enclosed camper or van.
 - Before reentering traffic, checking of the "blind spot" on the left side is required if movement of a car width or more to the left is made. (VIS)
 - Fails to stop at sidewalk area, if present. (SW)
 - Fails to stop before entering travel portion of road, if no sidewalk present. (STP)

Do not score STP and SW in the same maneuver.

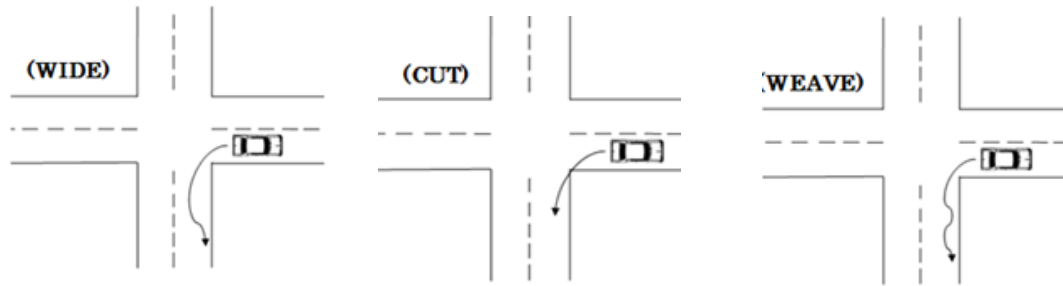


- Fails to make a second stop or check if needed due to limited visibility, to look for traffic at an obstructed corner, alley or driveway. Do not score if the applicant safely edges out and looks for traffic. (2STP)
- Prior to the turn, unable to back the car around the corner, striking the curb three times. Stop the maneuver and continue the rest of the test. (UNABLE)
- Backs too fast. Use good judgment with this because some applicants have better backing skills than others. (SPD)
- Backs wide, going over center of the road. (WIDE)
- Runs off road with one wheel over curb. Unable to back due to striking the curb after the turn. (CURB) Two wheels on the curb score as Dangerous Action. (DA)
- Backs off of the road with one or more wheels, no curb present, and no damage to property. (ROAD)
- After stopping, the applicant fails to use required signal when entering traffic if movement to the left is made. (Scored only if the applicant moves to the left after the backing maneuver is completed. Continuing straight, next to the edge of the street, is not scored unless a lane change or passing maneuver is made. This is to be scored under appropriate area. (SIG)



2. Lack of skill:

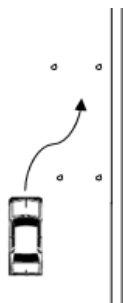
- Backs wide (not over center of the road) during turn; right rear wheel in excess of 18" of road's edge. (Visual approximation) (WIDE)
- On straight line backing portion does not keep vehicle within 18" of road's edge. (Visual approximation) (DIS)
- Cuts across corner where no curb exists. (CUT)
- While backing, strikes curb (does not stop movement). (CURB)
- While backing, does not keep vehicle in straight line (after backing around corner on straight portion of test). (WEAVE)



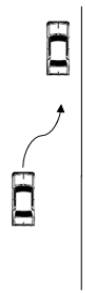
- **Parallel parking:** Applicants with vehicles that have an automatic feature to assist parallel parking will be advised they can't use the automatic feature and must manually parallel park the vehicle.

1. Danger potential:

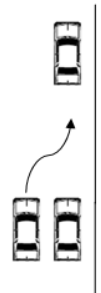
- Fails to use best possible vision when entering, leaving or within parking space. For best possible vision while backing, the applicant should turn and be primarily looking out the rear window unless use of mirrors is best possible vision, i.e., enclosed camper or van. Before reentering traffic, including when taking a second try at parking, checking of the "blind spot" on the left side is required. (VIS)
- Bumper contact with another vehicle. (No damage) or strikes poles. (Damage to poles is not scored as an accident.) (CONT)
- Drives forward or backs through poles. (THRU)
- Backs over curb with one wheel. (CURB) If there is damage to property, or more than one wheel over the curb, the examiner stops applicant. Score as Accident or Dangerous Action.
- Positions vehicle so that passenger side wheels are past the poles, as if on curb, but no curb is present. (ROAD)
- Fails to signal properly when leaving parked position. Signal is scored leaving the parking area when no signal or improper signal is given and hand signal is not given when turn indicator cannot be readily observed by street traffic. (SIG)
- Unable to park. Score after two attempts to park and still not properly parked. If subject does not back in, the instructions were not understood. Give additional instructions and allow second attempt. (UNABLE)



OR



OR



2. Lack of skill:

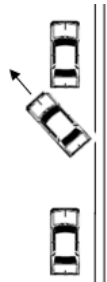
- Strikes curb while attempting to park, stopping vehicular movement. Wheel does not go over curb. (CURB)



- Fails to park within the designated 1 ½ car lengths. Visual approximation 30 feet. 1 ½ lengths counts when parking or when leaving the parking space. (1 ½)
- Unnecessary jockeying back and forth within parking space; parking should require no more than three moves. (Entering or leaving) (JOC) After the applicant moves the vehicle six times in the space, stop the maneuver. Score the maneuver and instruct the applicant to reenter traffic.

3. Congestion potential:

- Backs more than once from traveled portion of road. (Driving ½ of the car or more into the travel portion of the road.) (TRY)



- Does not park within visual approximation of 12" from the curb. Does not park within visual approximation of 12" from passenger side poles or edge of road if no curb. (Small car, inside the space but more than 12" from the curb or poles, will be scored, even though not out in the lane of traffic.) (DIS)



- Fails to center vehicle properly and is too far forward or back. (Between vehicles, poles or within a designated area.) (CENT)

- **Park and start on a hill**

1. Danger potential:

- Fails to secure parking brake. (PB)
- Fails to put manual transmission in gear or an automatic transmission in park. (GEAR)
- Fails to turn front wheels properly. (WH)
- Fails to position front tire, or entire car within approximately 12 inches of curb or edge of road. (DIS)
- Does not maintain complete control of vehicle; allows vehicle to roll forward or backward significantly. (CTL)
- One wheel over curb when leaving. (CURB)
- Two wheels over curb score as a Dangerous Action. (DA)
- Fails to use best possible vision. (VIS)
- Fails to give proper signal when entering traffic. (Applicant must check "blind spot" to the left and signal prior to entering traffic only if movement to the left is made.) (SIG)

2. Lack of skill:

- Requires more than two moves when positioning vehicle after driving to the side of the road. (Jockeying back and forth) (JOC)
- Strikes curb when leaving parking position. (If only slight scrape do not score) (CURB)
- Releases parking brake before vehicle is controlled by engine or foot brake. (CTL)

3. Congestion potential:

- Rear tire over 12" from curb or edge of road. (DIS)

- **Starting**

1. Danger potential:

- Fails to signal properly. (SIG)
- Fails to use best possible vision when entering traffic. (VIS)
- Goes over curb or off shoulder of road with one wheel when leaving parked positions. (Two wheels over curb or off shoulder of road is a dangerous action) (CURB)

- **Approach to an uncontrolled intersection**

Score only when turn is not made.

1. Danger potential:

- Fails to decrease speed if necessary before entering intersection. (SPD)
- Fails to observe all possible areas for approaching traffic prior to entering intersection. (If view is clear upon approach to intersection vision is not scored.) (VIS)

2. Congestion potential:

- Makes unnecessary stop at uncontrolled intersection with an unobstructed view. (STP)
- Hesitates: Slows unnecessarily when approaching an uncontrolled intersection with an unobstructed view. (HES)

- **Traffic Control Devices**

1. Danger potential:

- Fails to comply with or take necessary precaution indicated by the traffic control device, (i.e., yield signs, traffic cones, railroad signs, traffic dividers, flashing yellow light, bicycle lane, traffic circles, etc. This includes striking or putting one wheel over the curb when driving around a traffic circle or roundabout.) (FTC)

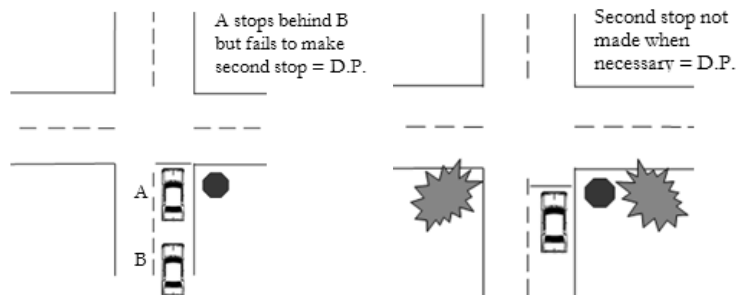
2. Congestion potential:

- Makes unnecessary stop at traffic control device (yield sign, railroad crossing, school zone sign, etc.) (STP)

- **Stop sign/Flashing red traffic light**

1. Danger potential:

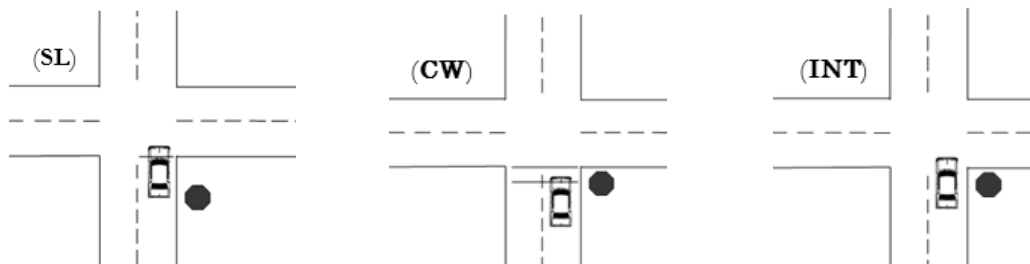
- Fails to make second stop when needed: (2 STP)
- When vehicle ahead has stopped causing applicant to stop one car length or more before stop line, intersection or crosswalk.
- When additional stop is needed to observe for cross-traffic or to yield right-of-way.
- Do not score if applicant safely edges out and looks for traffic, but doesn't need to stop a second time.



- Fails to look both directions before starting. (VIS)

2. Congestion potential:

- Fails to stop before crossing a designated stop line. (SL)
- Fails to stop before entering a marked crosswalk. (CW)
- Fails to stop before entering an intersection when there is no marked crosswalk or designated stop line. (INT)



- **Traffic signal light**

1. Danger potential:

- Fails to anticipate change of signal on approach, entering on yellow when stop could have been made safely. (YEL)
- Fails to look both directions before starting, when driving straight through the intersection, if the applicant's vehicle is the first in the lane. (VIS)

If turning at a signal light, score VIS at Right or Left Turn as appropriate.

2. Congestion potential:

- Fails to stop before crossing a designated stop line. (SL)
- Fails to stop before entering marked crosswalk. (CW)
- Fails to turn right on red light after stopping when no prohibiting sign is posted. (Do not score if vision is obscured or if ability to make turn safely is in question.) (ROR)
- Fails to proceed or a stop unnecessarily when light is green. (HES)

- **Mechanical operation**

1. Danger potential:

- Drives unnecessarily with less than 1/3 of steering wheel between hands; hand positioned other than on the outside of rim. (HANDS)
- Elbow out of window or on sill. (ARM)
- Seated in a manner impairing vision or control. (POS)
- Unnecessary one hand driving, i.e., shifting or giving hand signals in turn, one hand on gearshift lever, etc. (1 HAND)
- Fails to depress clutch when starting engine. (CLUTCH)
- Fails to discontinue turn signal if it does not cut off automatically, or signals when no turn or lane change is being made. (SIG)
- Puts selector in improper gear causing vehicle to go in wrong direction. (GEAR)
- Unnecessary hard braking. (BRK)

2. Lack of skill: Other than vehicle malfunction

- Jerky clutch engagement. (CLUTCH)
- Stalls engine. (STALL)
- Difficulty starting engine if turned off while on drive test course. Do not score if vehicle is at fault. (START)
- Races engine. (RACES)
- Improper shifting: clashes gears; fails to shift when necessary, starts in improper gear. (GEAR)
- Fails to release parking brake. (PB)
- Lacks knowledge of or does not properly use vehicle controls, i.e., windshield defroster, wipers, lights, etc. (CTL)
- Spins wheels excessively on wet or slick road. (SPINS)

If vision is obstructed due to windows being fogged by rain, ice, snow or other conditions and they proceed, or if driving is becoming hazardous without the applicant taking necessary precautions, score as a Dangerous Action.

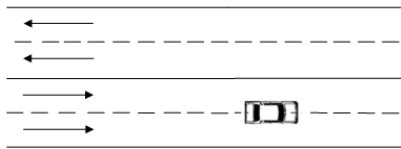
- **Lane travel**

1. Danger potential: Lane changes made to a parking space, i.e., hill parking and starting maneuver will be scored in this area. One vehicle width movement or movement to another lane is necessary before scoring lane travel.

- Fails to signal before changing lanes. (SIG)
- Fails to use best possible vision to determine if lane change can be made safely. (VIS)
- Does not keep to the right where no clear center line or center markers are visible on a two way street. (RT)



- Does not keep vehicle in a single lane; overlaps lanes where two or more lanes are clearly marked or defined in one direction. Crosses marked center line on a two way street. (If more than one tire width, score as a violation (VIO) for driving on the wrong side of the road.)(LANES)



- Strikes curb or one wheel over curb when driving to side of road. (CURB)

2. Congestion potential:

- Occupies both lanes where there are two or more lanes in one direction and the lanes are not marked or defined, creating confusion of intentions. (LANES)
- Unnecessarily changes back and forth from one lane to another, i.e., around parked vehicles. (WEAVE)

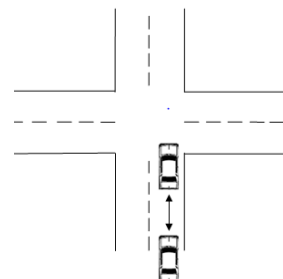
- **Following**

1. Danger potential:

- Follows too close for existing traffic, speed, road or weather conditions, etc. (CLOSE)

2. Congestion potential:

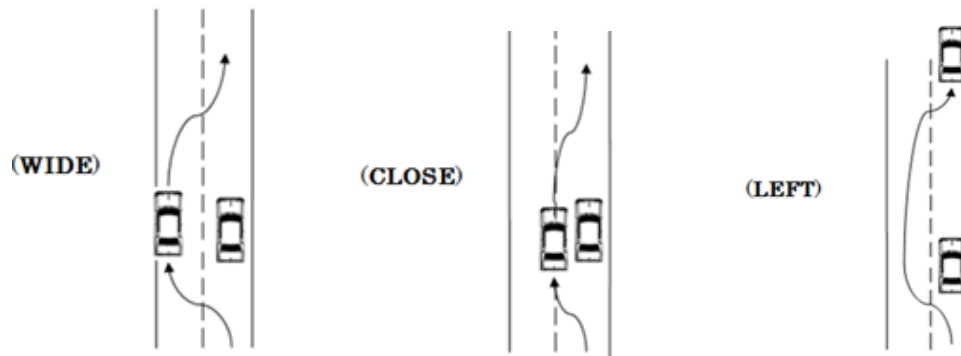
- Leaves more than one car length interval (approximately 20') between their vehicle and the vehicle ahead at stop sign or signal. (DIS)



- **Passing**

1. Danger potential:

- Fails to signal before starting to pass or after completion of pass. (SIG)
- Fails to use best possible vision before starting to pass or after completion of pass. (VIS)
- Passes excessively wide of vehicles or other object being passed. (WIDE)
- Commences to pass, passes, or completes pass excessively close to vehicles or other object being passed. (CLOSE)
- Needless travel on left portion of road before or after pass. (LEFT)
- Passes on the right when not safe. (RIGHT)



2. Congestion potential:

- Does not pass when safe to do so. (PASS)

- **Right-of-Way**

1. Danger potential:

- Right of way not clearly yielded. (ROW)

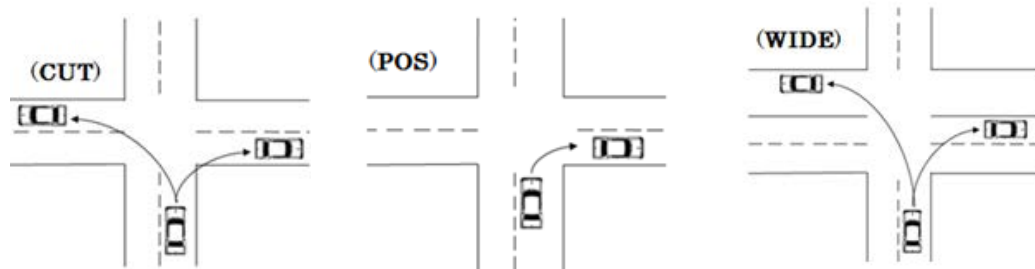
2. Congestion potential:

- Right of way not taken when clearly yielded by others. (ROW)

- **Left and right turns**

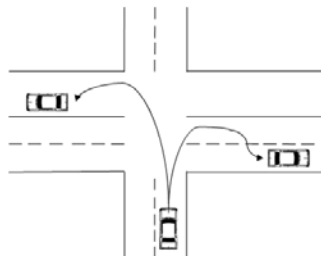
1. Danger potential:

- Fails to give correct signal for at least 100 feet (five car lengths) before turn unless at stop sign or traffic light where stop is made. (Signal for the turn is required after stopping for sign or light.) (SIG)
- Approaches or goes into turn too fast requiring braking in turn. (SPD)
- Cuts corner (on right turn hits or goes over curb or off road with one wheel). (CUT)
- Fails to move as far to the right or left as practical before turning. (Lanes not defined) (Practical means to prohibit vehicles passing on turning side). (POS)
- Fails to observe for traffic using best possible vision prior to and during turns. (VIS)
- Turns wide (WIDE)
 - Completes turn into improper lane
 - On right turns crosses centerline or center of road so that part of vehicle is on wrong side of road
 - On left turns one wheel off road.



2. Lack of skill:

- Turns wide, but completes turn into proper lane. (WIDE)



3. Congestion potential:

- Late getting into proper lane prior to turn. (LATE)
- Stops vehicle unnecessarily at intersection. (STP)
- Turns to center of lane, straddling two marked or unmarked lanes. (LANES)

• **General driving performance**

1. Danger potential:

- Applicant fails to stop at a stop sign located in a parking lot, or fails to react safely to traffic conditions; i.e., vehicles, turn or stop signals of others, pedestrians, weather conditions, etc. Examiner must be able to describe a specific occurrence to the applicant. (ATTN)
- Drives too slowly (more than 10 mph below the posted or safe speed limit, unless conditions warrant.) (SLOW) Applicants who continue to drive more than 10 mph below safe speed limit after being advised two times to maintain proper speed can be disqualified. (FTP)
- Makes unnecessary stop. (While driving straight ahead with no traffic controls.) (STP)

2. Congestion potential:

- Drives too slowly. (More than 5 mph below the posted or safe speed limit, unless conditions warrant.) (SLOW)
- Hesitant to proceed. (Waits for distant traffic.) (HES)

Section 8 - Drive test results

This section includes the following topics:

- 8.1 Finalizing the drive test **REQUIRED**
- 8.2 Completing the drive test score sheet (DLE-520-001A) **REQUIRED**
- 8.3 Informing the applicant of test results **REQUIRED**

8.1 Finalizing the drive test **REQUIRED**

The final process for the drive test is completing the Drive Test Score Sheet, informing the applicant of their results, and submitting the results. The applicant is not licensed to drive until the results are submitted to DOL and the driver license is issued. The test records are a part of the official record and their preservation and accuracy are very important.

8.2 Completing the drive test score sheet **REQUIRED**

If you have not already done so, be sure to sign and date the front of the drive test score sheet. See sample score sheet.

Complete the drive test score sheet. At the end of the test, review the score sheet to see if all portions are marked clearly and correctly. Be sure you lined out any maneuvers that were not performed or scored during the test. Add up the numbers circled on the score sheet.

Be sure to fill out the following items at the bottom of the drive test score sheet:

- **Score:** Record the road test score. A score of 80% or better is required to pass the road test.
- **Automatic failure:** An automatic failure does not have a numeric score. For an automatic failure, check the “No” in the “Qualified” space, check the appropriate critical driving error, and explain in detail what happened in the comments space.
- **Qualified:** put a check mark in the appropriate space.
- **Reason for disqualification:** put a check mark in the appropriate space. Other than “Deductions,” the reason area should briefly explain reason for disqualification, (i.e. did not make a complete stop at the stop sign at the corner of Jones St and Smith Ave.) It is extremely important for the error(s) that result in automatic failures be documented and explained in the comments section of the score sheet.

Examples:

Qualified: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Your score: 86%
If no, reason:	
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform	

DLE-520-001 (R/10/10)
We are committed to providing equal access to our services.
If you need accommodation, please call (360) 902-3900 or TTY (360) 664-0116.

Qualified: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Your score: VIO
If no, reason: 32 MPH in a 25 MPH zone	
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input checked="" type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform	

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8.3 Informing the applicant of test results **REQUIRED**

Let the applicant know the test results and then explain each error recorded on the score sheet, whether they fail or pass. By specifically telling the applicant what errors they made, you will imply how to perform/correct the errors.

Qualifying scores:

- Inform the applicant that drive test scores are valid for obtaining a driver license for one year.
- Provide the next steps for issuance of the license, including when they can expect their score to be available at the DOL.
- Give the applicant a copy of their completed test.

Disqualifying scores:

- The applicant should be told why they were disqualified; because of an accumulation of errors, a violation, etc.
- Advise the applicant of the next step in the procedure.
- Explain to the applicant of the required re-exam fee and waiting period, if any. Indicate the required wait period in the remarks area on the score sheet. Also, advise the applicant what they should do when they return for a second examination.
- There is not a mandatory wait time between tests. However, wait time may be added at the discretion of the examiner.
- Give the applicant a copy of their completed test.

The following guidelines are considered best practices when providing beneficial feedback to an applicant:

Failed test	Passed test
Step 1 Advise the applicant of the test results.	Step 1 Advise the applicant of the test results.
Step 2 Identify the applicant's driving errors.	Step 2 Identify the applicant's driving errors.
Step 3 Advise the applicant of the process to obtain a subsequent test.	Step 3 Advise the applicant of the process to obtain their license. State when DOL will likely receive their score.

Log in to your secure access account (SAW) to access the templates outlined in this document.

- Authorization to Operate a Motor Vehicle (temporary permit to drive)
- Driving Test Score Sheet
- Knowledge test

Driver Training Schools Program
Washington State Department of Licensing
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Olympia, WA 98507-0435

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